

29 December 1959

D-R-A-F-T

:jmc

25X1A9a

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Career Service Comments (Section E)
Career Preference Outline

25X1A9a

The Career Preference Outline for [REDACTED] has been reviewed and her desire to remain in general administrative work is considered appropriate.

25X1A9a

It is understood that [REDACTED] will further consider her long-range career interest planning after her husband's college work is completed and his place of employment is determined.

SECRET
(When Filled In)

SUPERVISORY COMMENTS ON CAREER PREFERENCE OUTLINES

TO:	SUBJECT: (Name) 25X1A9a
Chairman, ORR Career Service Board	

1ST INDORSEMENT

COMMENTS BY CHIEF (Division or Staff)

See Section "B" of attached Career Preference Outline.

19 March 1958	SIGNATURE
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2ND INDORSEMENT

COMMENTS BY AREA CHIEF (When applicable)

- I CONCUR IN THE (Division) (Staff) CHIEF'S COMMENTS
- AS THE EMPLOYEE IS NOT PERSONALLY KNOWN TO ME, I ACCEPT COMMENTS OF (Division) (Staff) CHIEF
- OTHER (Specify)

25X1A9a

[REDACTED] should continue in her present position. More definite plans can be made when employee's husband's job future can be ascertained.

DATE 22 May 1958	SIGNATURE 25X1A9a (cont'd)
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FORM 1270
7-57

SECRET

APPROVED FOR RELEASE UNDER E.O. 13526

(20-40)

SECRET
(When Filled In)

CAREER PREFERENCE OUTLINE

is Outline, when completed, is a documented description of the individual's career interests and proposed career activities together with the comments of his supervisor and his Career Service. The original will be filed in the employee's Official Personnel Folder and will serve as a guide for future personnel actions affecting him. Implementation of career preferences must depend upon the needs of the Organization.

- CONSULT ATTACHED INSTRUCTION SHEET PRIOR TO COMPLETING THIS OUTLINE -

SECTION A.

GENERAL

1. NAME OF EMPLOYEE (Last-First-Middle)	25X1A9a	2. DATE OF BIRTH	3. SERVICE DESIGNATION	4. GRADE
		June 23, 1930		7
5. ORGANIZATIONAL TITLE	6. POSITION TITLE	7. OCCUPATIONAL CODE	8. OFFICE OF ASSIGNMENT	
Name	Administrative Assistant	06-0301.02	ORR/DC/L	

SECTION B.

CAREER INTERESTS

9. GENERAL TYPE OF ACTIVITY

General Administrative Work

10. SPECIFIC TYPE OF ACTIVITY (Including assignments)

A. IMMEDIATE (Within next 1 to 2 years)

I am happy in my present position and believe that I am of most value to the agency in this position. My preference for the next 2 years would be to continue serving in this capacity.

B. LONG-RANGE (Within next 3 to 5 years)

My husband is presently attending the University of Maryland and should graduate in 1960. Whether or not he obtains employment in the immediate area will be the deciding factor in my plans beyond that time.

SECTION C.

TRAINING

11. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRAINING

A. IMMEDIATE (Within next 1 to 2 years)

No training desired at present.

B. LONG-RANGE (Within next 3 to 5 years)

12. ADDITIONAL COMMENTS

RECOGNIZE THAT THE IMPLEMENTATION OF MY CAREER PREFERENCES MUST DEPEND UPON THE NEEDS OF THE ORGANIZATION. I UNDERSTAND THAT MY PERFORMANCE, CAPABILITIES AND INTERESTS WILL BE GIVEN DUE CONSIDERATION.

13. DATE COMPLETED

13 March 1958

14. SIGNATURE OF EMPLOYEE

25X1A9a

SECRET

(When Filled In)

SECTION D.

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15. RELATIVE TO CAREER INTERESTS OF EMPLOYEE

Employee is working during period husband is attending college. Plans beyond that are indefinite as indicated. Quality of employee's work is excellent.

16. RELATIVE TO TRAINING FOR EMPLOYEE

25X1A9a

17. [REDACTED]	18. SIGNATURE
19. TITLE Chief, Map Library Division	20. DATE 19 March 1958

SECTION E.

FOR USE OF CAREER SERVICE

21. COMMENTS

22. TYPED OR PRINTED NAME	23. SIGNATURE
24. TITLE	25. DATE

LEAVE BLANK

SECRET

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